

4. Sustainment, Distribution and Use

4.1 Sustainment Plan

a)	Is a comprehensive sustainment/distribution/use plan included in the CAFTOP Annex?	YES	NO
b)	Has a digital sustainment format been identified for each TO?	YES	NO
c)	Have contracts and/or internal processes been changed to make all new data available in the digital sustainment format(s)?	YES	NO
d)	Will the Contractor Integrated Technical Information System (CITIS) approach be used to establish an Air Force/contractor TO database?	YES	NO
e)	Does the sustainment/distribution/use plan include eliminating all supplements?	YES	NO
f)	Once data is in a digital format, is it maintained in a digital format without any new supplements?	YES	NO
g)	Have contracts and/or internal processes been changed to eliminate all supplements and deliver change pages using the BCU/RAC process?	YES	NO
h)	Are BCUs used for updating all routine and many urgent changes?	YES	NO
i)	Have specific intervals for BCUs been negotiated between the SM and the Lead Command?	YES	NO
j)	Does the plan identify TO groupings for BCU release (when required)?	YES	NO
k)	Is there an agreement between the MAJCOM and SM to issue Out-of-Cycle BCUs to accommodate urgent modifications if needed?	YES	NO
l)	Are emergency and urgent updates incorporated into a TO using RACs?	YES	NO
m)	Is there a plan identifying who will incorporate the RAC into the baseline TO (e.g., contractor, TO Manager, TODO)?	YES	NO
n)	Has training been properly addressed to update, distribute and use digital TOs?	YES	NO

4.2 Configuration Control

a)	Has a single agency (e.g., prime contractor or SM) been identified to maintain configuration control over the TO sustainment database?	YES	NO
b)	If the prime contractor will be responsible for configuration control of the TO sustainment database but is not yet on contract, is there an established plan and timeline for contract modification?	YES	NO
c)	If multimedia environment or multiple distribution methods are used, is there a configuration management plan for distribution to ensure concurrent release?	YES	NO

4.3 Funding

a)	Are detailed funding requirements included?	YES	NO
b)	Do the funding profiles address TO requirements for all in-work and projected modifications?	YES	NO
c)	Have sustainment costs for each FY in the FYDP been identified?	YES	NO

4.4 Distribution and Use

a)	Are all TOs delivered IAW Lead Command requirements?	YES	NO
b)	Has a standardized distribution format(s) been established for each TO?	YES	NO
c)	If digital formats other than IPDF/SGML are used as a target distribution format, is there a detailed Cost Benefit Analysis included as justification?	YES	NO
d)	Have BCU distribution methodologies been established to accommodate delivery of digital and/or paper TOs?	YES	NO
e)	Have Out-of-Cycle BCU distribution methodologies been established to accommodate delivery of digital and/or paper TOs?	YES	NO
f)	Has a plan been established to issue Out-of-Cycle BCU notification messages (e.g., sent via AUTODIN or E-mail) to notify users that an Out-of-Cycle BCU has been released?	YES	NO
g)	Have RAC distribution methodologies been established to accommodate delivery of digital and/or paper RACs?	YES	NO
h)	Has a plan been established to issue RAC notification messages (e.g., sent via AUTODIN or E-mail) to notify users that a RAC has been released?	YES	NO
i)	Is the required infrastructure to support distribution and use of digital TOs available both at home station and at any deployed location?	YES	NO
j)	If the required infrastructure to support distribution and use of digital TOs is not available, has a plan been established addressing timeline and funding to provide the required infrastructure?	YES	NO
k)	If digital viewing is a requirement, have arrangements been made to provide the viewing software to all users (including AETC, the Air National Guard and AF Reserve)?	YES	NO
l)	Have throughput (pipeline) requirements necessary to accommodate transmission of digital data for digital distribution been addressed?	YES	NO
m)	Has security been addressed to protect digital distribution of Sensitive-but-Unclassified (Distribution Statements B through F) TOs?	YES	NO
n)	Which systems/media are to be used for distribution? Check all that apply.	<input type="checkbox"/> Paper <input type="checkbox"/> IMDS <input type="checkbox"/> CD-ROM <input type="checkbox"/> existing LANs <input type="checkbox"/> JCALS <input type="checkbox"/> future LANs <input type="checkbox"/> Internet <input type="checkbox"/> other_____	